

SMARTGARD LOCK  
OPERATING INSTRUCTIONS

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To Select Menu Required  
POWER UP

PRESS  
Enter Master Code

**FUNCTIONS**

TIME MENU  
TIME SET  
TIME LOCK DISARMED  
TIME REPORT  
AUDIT

ESC Escape  
This code is an 8 Digit number

Set Date & Time  
Set timelock program  
Print report  
Print Audit

MENU SELECT  
PRESS  
Enter Master Code  
**FUNCTIONS**

USERS MENU  
S/No  
MASTER  
USERS  
AUDIT

★ Star  
This code is an 8 Digit number

Displays Serial number  
Set & change Master code  
Set & delete User codes  
Screen Audit

MENU SELECT  
PRESS  
Enter Master Code  
**FUNCTIONS**

SPECIAL MENU  
S/N  
ENGLISH  
DST DATES  
PRINT CONFIG  
AUDIT

★ ESC ★ Star-Escape-Star  
This code is an 8 Digit number

Displays Serial number  
Set language  
Set Daylight saving dates  
Set print configuration  
Print Audit

This lock leaves the factory on a Master code of 16161616.  
This code should be changed by the owner to maintain security.  
Loss of the Master code will result in a LOCK OUT.

**Wrong code entry:**

3 wrong codes entered will result in denied access for  
a period of 5 minutes. Re entering of codes can  
begin after the expired penalty time.

A wrong code entered is followed by the message  
**Time delay.Access denied.**

**Message: Watchdog**

Usually the result of static electricity. When the message  
occurs, the lock is inoperable for 30 seconds.

**9 Volt ALKALINE batteries only to be used in this  
lock, use of any other type may void your warranty**

Battery condition & type should be checked first if  
your lock behaves abnormally or does not open.  
Replace batteries if necessary.



# SET-UP PROCEDURES - \* MODE

- User Combinations
- Audit Trail List
- Master Combinations

USER COMBO'S  
CHANGE=\*NEXT=

AUDIT TRAIL LIST  
ACCEPT=\*NEXT=

MASTER COMBO  
CHANGE=\*NEXT=

U1 LISTEN

## Power-Up and Access to Menus:

Press the key to power up the unit. Press then enter an eight (8) digit Master Combination.

The LCD will display the opening time and date.

Immediately after the opening display, the screen will show:

If the date and time are correct, press .

The display will read:



ENTER COMBO

-----

OPENING MON  
11:25 10/25/90

00/25/90 11:25  
ACCEPT=\*



USER COMBO'S  
CHANGE=\*NEXT=

## Changing Date and Time:

At the prompt, enter a new date and time. (Time in 24-hour format, i.e. 6:00 pm is 18:00.) Press .

If the date is changed, the display reads:

Using the key, scroll until the day appears that corresponds with the set date.

When the day is correct, press to accept.

The display will read:

Press to exit.

00/25/90 11:25  
ACCEPT=\*



SATURDAY NEXT=

ACCEPT=\*



USER COMBO'S  
CHANGE=\*NEXT=



## Adding Users:

See *Power-Up and Access to Menus*. After accepting the time and date, the following display will appear:

In this mode, users are assigned Identification Numbers (IDs) along with their own six (6) digit User Combinations. Press to change.

The LCD will now show:

Enter the ID of the User to be added. Press .

USER COMBO'S  
CHANGE=\*NEXT=



USER ID=00  
ACCEPT=\*



AUDIT TRAIL PROCEDURE.



If the ID *has* already been assigned, the display will read:

To retain the user, press **[#]** to return to the main menu.

If the ID *has not* been assigned, the display will read:

Enter a six (6) digit User Combination. Press **[\*]** to accept.

If the combination is accepted, the screen will read:

immediately followed by:

After adding the required number of users, press **[#]** to exit,  
or press **[↓]** to scroll to the next menu selection.

- A. If after pressing **[\*]** to accept the new combination, the display shows:

immediately followed by:

Return to the beginning of *Adding Users*.

- B. If the factory set maximum number of users has been exceeded, the display shows:

immediately followed by:

Return to the beginning of *Adding Users*.

- C. If an ID is assigned that is greater than the maximum allowed (i.e. 5 users allowed and ID 06 is attempted), after pressing **[\*]** to accept, the display will show:

immediately followed by:

Return to the beginning of *Adding Users*.

USER 00  
DELETE = \*

**[#]**

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

USER 00 = 000000  
ACCEPT = \*

**[\*]**

USER ENTERED  
CONTINUING...

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

**[#]**

**[↓]**

COMBO INVALID  
NOT STORED !!

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

USER ID GREATER  
THAN MAX VALUE

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

USER ID = 06  
ACCEPT = \*

**[\*]**

USER ID GREATER  
THAN MAX VALUE

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

## Deleting Users

See *Power-Up and Access to Menus*. After accepting the time and date, the following display will appear:

Press **[\*]** to change.

The LCD will now show:

USER COMBO'S  
CHANGE = \*NEXT = **[↓]**

**[\*]**

USER ID = 00  
ACCEPT = \*

Enter the ID of the User to be deleted. Press \*

The following display will appear:

Press \* to delete User.

Deleting the User will cause the following screen to appear:

immediately followed by:

After deleting the required number of Users, press # to exit;  
or press ↕ to scroll to other menus.

A. If you do not wish to delete a User, press # to return to  
the following menu:

B. If an error is made in entering the ID and the ID has *not*  
been assigned, the display will show:

Press # to exit in order to verify records to prevent  
deletion of the wrong User.

\*

USER 00  
DELETE= \*

\*

USER REMOVED  
FROM LIST

USER COMBO'S  
CHANGE= \*NEXT= ↕

#

↕

#

USER COMBO'S  
CHANGE= \*NEXT= ↕

USER 00= 00000  
ACCEPT= \*

#

## Audit Trail List – Scrolling (Viewing) or Printing

See *Power-Up and Access to Menus*. After accepting the  
time and date, press ↕ until the following menu appears:

Press \*. The screen will display:

*TO SCROLL*, press ABC 1. Use the ↕ key to scroll through  
the information. The display will list the most recent event  
first, in the following format:

*For function codes, see example in TO PRINT paragraph in  
this section.*

*To return to the Audit Trail main menu during scrolling,*  
press \*. The screen will display:

Press # to exit.

A. Press ↕ to return to other menus.

↕

AUDIT TRAIL LIST  
ACCEPT= \*NEXT= ↕

\*

AUDIT TRAIL  
SCROLL=1 PRINT=0

ABC 1

↕

ID=00 FUNC=3  
19:51 09/09/90

\*

AUDIT LIST  
DONE !!

#

↕

*TO PRINT*, connect the optional printer lead to the phone  
jack located in the bottom of the SmartGard.



Press **[F2]** at the display:

to start printing. The display will show:

The printed record will list the function codes first, print the most recent event at the top of the list, and will appear as shown:

For explanation of Function Codes, see separate "Function Code Description".

Press **[\*]** to stop printing during print cycle.

After all the information has been printed, the LCD will display:

Press **[#]** to exit.

A. Press **[↵]** to return to other menus.

## Master Combination(s) - Changing

See *Power-Up and Access to Menus*. After accepting the time and date, press **[↵]** until the following menu appears:

Press **[\*]** to change.

The display will show an eight (8) digit combination, either the factory-set or user-set combination, as well as the number of the Master User that is to be changed.

Enter a new eight (8) digit combination. Press **[\*]** to accept. The system will automatically exit, and the combination will be changed.

A. If the combination is invalid, the LCD will display:

immediately followed by

Enter a valid combination. When input is finished, press **[\*]**. The system will automatically exit, and the combination will be changed.

**NOTE:** If the "Second Master Combination" option is set, only the Master User that accessed the set-up mode may change his/her combination. If the "Second Master Combination" AND "Two Combinations Required" options have been factory-set, the combination may only be changed for the Master User that accessed the set-up mode second.

AUDIT TRAIL LIST  
SCROLL=1 PRINT=0

**[F2]**

AUDIT PRINTING  
PLEASE WAIT !

Function Code List:  
0 Open Lock  
1 Wrong Try Cnt Delay Started  
2 New Date & Time  
3 Delete User Combo  
4 Add User Combo  
5 HOLDUP Alarm  
6 Old Date & Time  
7 Reset RTC by Software  
8 Audit List Error  
9 Memory Initialized  
10 Battery Low no Reset  
11 Battery Low with Reset  
12 Audit List Printing Started  
13 Audit List Aborted  
00:00 00/00/00  
Start of Report for S/N=0912600034  
Version Number 05.10  
User ID=M1 Function=12 10:12 10/08/90  
User ID=M2 Function=00 09:58 10/08/90  
User ID=M1 Function=04 08:00 10/08/90  
User ID=M2 Function=07 18:00 10/07/90

AUDIT LIST  
DONE !!

**[#]**

**[↵]**

**[↵]**

MASTER COMBO  
CHANGE=\*NEXT=

**[\*]**

0-0-0-0-0-0-0-0  
ENTER COMBO 1

**[\*]**

MASTER COMBO  
INPUT ERROR

0-0-0-0-0-0-0-0  
ENTER COMBO 1

**[\*]**